

**Assistant Tribal Administrator**

**Supervisor:**  
Tribal Administrator  
**Salary:**  
Negotiable  
Full-time - 40 hours per week  
**Major Function:**  
To assist the Tribal Administrator in running an effective, smooth operation that is responsive to community, council and staff needs. The Assistant Administrator, in conjunction with the Tribal Administrator, will formulate personnel policy, conduct programs concerning employee recruitment, selection, training, development, promotion, compensation, benefits, labor relations and occupational safety.

**Specific Responsibilities:**  
**A. Personal**  
1. Assist Division Directors in the recruiting, interviewing and selection of employees to fill vacant positions.  
2. Plan and conduct new employee orientation to foster positive attitude toward Tribal Council goals.  
3. Assist in supervising Administrative staff.  
4. Prepare Administrative job descriptions and job postings.  
5. Assist Tribal Administrator with operational planning, on-going personnel needs assessment, development of budgets, development of tribal and divisional personnel policies, which include employment, wage scale, labor relations, education and training, compensation and benefits and placement.  
6. Read and disseminate literature and personnel correspondence to Division Directors and appropriate staff as needed.  
7. Order publications on personnel concerns and new labor regulations.  
8. Provide workshops to staff regarding new Federal Regulations, eg., Drug-Free workplace.  
9. Be available to staff.  
10. Assist in preparation of monthly financial and budget

statements to Tribal Council.  
11. Develop and implement an Employee Assistance Program.  
12. Perform other tasks as assigned by the Tribal Administrator.  
**B. Management**  
1. Attend Management meetings and prepare agendas for meetings, as a member of the management team.  
2. Participate in management sub-committee meetings regarding personnel development and tribal complex master plan development.  
3. Assist with the development of TGF and Administrative Budget.  
**Overall - The Assistant Administrator must be familiar with personnel policies and procedures, Indirect Cost preparation, financial procedures, insurance coverage, Workmen Compensation, Wage Scale, employee training and placement and tribal procedures.**  
**Qualifications:**  
Applicant must have a Bachelor's Degree or equivalent in appropriate field, and should have 3-5 years experience in Personnel. Applicant must be energetic, self-motivated, organized and able to work without direct supervision. Excellent communication skills, problem-solving skills, a familiarity with personnel policies and regulations, accounting and budget preparation skills are a must.  
**Application deadline:**  
May 4, 1992  
Send letter of application and resume to:  
Angus N. McDonald, Tribal Administrator  
Saint Regis Mohawk Tribe Community Building  
Hogansburg, NY 13655  
The Saint Regis Mohawk Tribe is an Equal Opportunity Employer and does not discriminate based on age, sex, or national origin. The Tribe does give preference to employment of Native Americans.

A full time position is available under the Social Development and Health Program for a Program Manager to administer a comprehensive Family violence program to include the management and administration of a Family violence Shelter, development and implementation of the program and services and coordinate and maintain a strong network with internal and external agencies.  
**Qualifications:**  
Bachelor of Arts Degree in the Social Sciences preferred but will also consider two year Associate of Arts Degree in the Social Sciences. Candidates must possess a minimum of two years administrative experience in budgeting, proposal development, supervision of staff, working one-on-one with clients, motivational counseling and have effective communication skills. Experience in facility management an asset. Must be knowledgeable on issues of Family Violence.  
**Duties:**  
- Development of a comprehensive program to address Family Violence in Akwesasne.  
- To manage and administer a Family Violence Shelter.  
- To develop and implement policies as it relates to the Family Violence Shelter.  
- To effectively liaise with other Mohawk Council of Akwesasne programs to meet the needs of the clients.  
- To effectively communicate with

internal and external agencies.  
- To institute services to meet the needs of the clients including support groups, counseling and referral services.  
- To maintain an appropriate case management system to meet the client's needs.  
- To advocate on behalf of the client.  
- To maintain communications with Social Development and Health Program and Mohawk Council of Akwesasne by writing reports, attending meetings and participating as an active team member.  
- To participate in training on Family Violence and related issues.  
- Supervision of staff.  
**Personal Suitability:**  
- A professional demeanor that reflects confidentiality and an attitude of respect for the client's needs.  
- Must be willing to address perpetrators needs.  
- Must be able to work under stressful situations.  
**Deadline to submit applications:**  
April 24, 1992 at 12:00 noon.  
Please submit letter of application with current resume to:  
Gail McDonald, Director  
Social Development and Health Department  
P.O. Box 579  
Cornwall, Ontario K6H 5T3  
For further information, please contact Gail McDonald or Hilary Lafrance at 575-2341.

**Anticipatory Position  
Special Projects Assistant  
1 Year Position (Pending Funding)  
Akwesasne Adult Education Program**

Under the direct supervision of the Adult Education Coordinator, the Special Projects Assistant is required to participate in the development, coordination, planning and implementation of various special projects and fulfill the following duties and responsibilities:  
- To assist in the development of program policies and procedures regarding instructors and students.  
- To prepare an instructor's manual and student's handbook which incorporates the developed program policies and procedures.  
- To liaise with various members of the Adult Education Committee in determining program policies and procedures.  
- To establish and implement a control of inventory system that meets the needs of the Adult Education Program including equipment, materials, etc.  
- To research the progression and/or status of students that have participated in previous Adult Education programs.  
- To assist in the on-going day-to-day management of the program as necessary.  
- To maintain project files on an on-going basis.  
- To prepare program reports on project developments.  
- To coordinate and attend project planning meetings as delegated.

Other duties as may be assigned.  
**Qualifications:**  
Post Secondary Degree/Diploma in Office Administration with a minimum of two (2) years experience in an administrative position.  
Good inter-personal communication skills and writing ability required.  
Ability and experience in coordinating, planning, researching and developing various projects as required.  
Ability to work independently, maintain confidentiality, and be flexible.  
Good interviewing and analytical skills required.  
Knowledge of the philosophy and objectives of the Adult Education Program.  
Ability to travel as may be required.  
Must have own transportation.  
**Deadline to submit applications:**  
Friday, April 24, 1992 at 4 p.m.  
Please submit letter of application with current resume and two (2) professional references to:  
Mrs. Vincenette Cook  
Coordinator, Adult Education  
or drop off at the Admin. IV Building, St. Regis Village (the old "Old Age Home")  
For further information contact Vincenette Cook at 575-2377.

**Anticipatory Posting-External  
Health Care Aide**

**Full-time -- Permanent**  
**Duties:**  
Under the general supervision of the attending physician and Director of Nursing, and the direct supervision of the Nurse in charge. Will be responsible for patient care services within the nursing care unit of Iakhihsotha. The duties of the Health Care Aide will be determined by the Nurse in charge, but, in general terms, will include the following:  
- answer call bells to determine patient needs.  
- bathe, dress and undress residents.  
- feed residents and collect food trays.  
- take and record temperature, pulse, and respiration rates.  
- record food and liquid input and output.  
- transport patients using wheelchair, or assist nurse in transporting residents on stretcher or otherwise.  
- cleans, sterilizes, stores, prepares and issues treatment trays, instruments and other supplies.  
- changes bed linens, run errands, directs visitors and answers telephone.  
- maintain work areas in neat and orderly condition.  
- perform other related duties as required.

**Native Awareness Statement:**  
The Health Care Aide (HCA) must have a good knowledge of the Mohawk people of Akwesasne and the community in general. The Incumbent requires a good knowledge of the long term health care/social development and health program, attitudes towards the elderly, culture, values, aspirations and expectations of the Mohawk people.  
The Health Care Aide (HCA) must have the ability to use tact and good judgment to establish and maintain effective communication with the Mohawk people, other First Nations and Native and/or medical health associations.  
An appreciation of/working ability in the Mohawk language would be beneficial.  
**Essential Qualifications:**  
Successful completion of a Health Care Aide course, or acceptable equivalent in related field.  
Must be in good health and free of communicable disease and submit to annual medical exam.  
**Desirable Qualifications:**  
Personal suitability, good professional judgment, initiative and ability to work well with people.  
**Deadline for Applications:**  
Monday, April 27, 1992.  
**Contact:**  
Iakhihsotha at 575-2507.

**Department:**  
Tribal Court  
**Reports to:**  
Chief Judge/Tribal Administrator  
**Salary:**  
Grade 9, Step 1 to Grade 10, Step 5  
**Position Summary:**  
The Court Administrator is responsible for ensuring that all aspects of court administration are operating effectively and efficiently. Manages administrative unit staff, prepares the court budget, ensures court security, and oversees court reports, public information and witness management.  
**Specific Responsibilities:**  
1. General management: planning, organizing, staffing, directing and controlling and coordinating and administering unit.  
2. Personnel management: supervising, evaluating, developing training programs and discipline administrative unit staff.  
3. Insure space security (records and facility) and equipment management of the entire court.  
4. Responsible for public information and report management of the entire court.  
5. Financial management and budget preparation of the entire court.  
6. Juror and witness management.  
7. Oversee and responsible for the work of all administrative unit staff.  
8. Maintain liaison with all programs within the Saint Regis Mohawk Tribal structure, State, Federal, Private and Public sectors.  
9. Participate in service training

**Senior Court Clerk**  
as required to enhance job performance.  
10. Perform other duties as assigned.  
**Qualifications:**  
- College Degree in Business Administration or related field. Court Administrator.  
- Equivalent combination of experience and education may be substituted for a college degree.  
- A minimum of 3 - 5 years demonstrated supervisory and/or administrative experience, with a preference for court experience.  
- Typing skills of 70 w.p.m.; shorthand skills of 100 - 120 w.p.m.  
**Successful Performance Requires:**  
- Ability to establish priorities and to ensure that all unit tasks are accomplished in a timely and accurate manner.  
- Ability to adjust staff assignments to meet court administrative objectives.  
- Ability to communicate with other departments and agencies on court procedures to better coordinate court services.  
- Ability to keep abreast of court procedures in order to adapt them to the Tribal Court system.  
**Application deadline:**  
May 4, 1992.  
Send letter of application and resume to:  
Angus N. McDonald, Tribal Administrator  
Saint Regis Mohawk Tribe Community Building  
Hogansburg, NY 13655  
The Saint Regis Mohawk Tribe is an Equal Opportunity Employer and does not discriminate based on age, sex or national origin. The Tribe does give preference to the employment of Native Americans.

**Legal Program Assistant**

**Department:**  
Tribal Courts  
**Location:**  
Community Building  
**Salary:**  
Grade 6, Step 1 to Grade 7, Step 5  
**Supervisor:**  
Tribal Court Administrator/Chief of Police  
**Position Summary:**  
Under the direction of the Court Administrator/Chief of Police will provide technical and clerical support to the area of research and development in accordance with program requirements. Work full-time - 40 hours per week.  
**Specific Responsibilities:**  
1. Develop all potential research information in conjunction with the Tribal Courts mandate;  
2. Assist the Court administrator in the compilation of all ordinance, civil and criminal code materials for Administrative and legal review;  
3. Compile information required by Court Administrator to assist program development;  
4. Ensure the maintenance of all reference materials, files, reports, studies, statistical data to be utilized within the scope of the program;  
5. Assist the Court Administrator in the preparation of reports and responses to inquiries and correspondence;  
6. Assist in the preparation of informational packages, applications and other written materials in compliance with program needs;  
7. Other related duties when required, under the direction of the Court Administrator and Chief of Police;  
8. Receive and distribute all incoming judicial correspondence; prioritize correspondence into three groups: high, low and signature boxes;  
9. Screen all judicial phone calls, take messages as required;  
10. Maintain master court calendar;  
11. Coordinate all judicial

forums, including arranging meeting places and times; prepare and distribute agendas and meeting notices; record, type and distribute minutes;  
- participate in service training as required to enhance job performance;  
- perform other duties as assigned.  
**Qualifications:**  
Associate's Degree in Office Administration - Legal preferred or equivalent combination of education and experience. Must possess good organization, oral and written communication skills. Ability to work with minimum amount of supervision. Typing skills of at least 60 words per minute and accuracy and shorthand/briefhand skills of at least 100 words per minute. Computer skills required.  
**Successful Performance Requires:**  
- High degree capabilities in stenography, record-keeping, office procedures, administrative management and legal procedures.  
- Ability to establish priorities in completing assigned workload and to work with little or no supervision at times.  
- Ability to maintain utmost confidentiality.  
- Ability to work with the public and staff in a positive and objective manner.  
- Dependability in following through on all assignments as well as being on the job when scheduled.  
**Application deadline:**  
May 4, 1992  
Send letter of application and resume to:  
Angus M. McDonald, Tribal Administrator  
Saint Regis Mohawk Tribe Community Building  
Hogansburg, NY 13655  
The Saint Regis Mohawk Tribe is an Equal Opportunity Employer and does not discriminate based on age, sex, or national origin. The Tribe does give preference to employment of Native Americans.

**Diesel  
Mechanic**  
The Akwesasne Economic Development Agency is a non-profit Employment Agency referring qualified Status Natives to job opportunities in Canada.

**Salary:**  
Negotiable depending upon experience, based on forty (40) hours per week.  
**Location:**  
Akwesasne  
**Requirements:**  
Must be dependable.  
Must be Status Native.  
Must have Canadian social insurance card.  
Must have valid Canadian Driver's License.  
Previous work experience or formal training preferred.  
**Start Date:**  
As soon as possible.  
**Contact:**  
For further information please contact Dan Cook at the AEDA office Monday to Friday from 8:30 a.m. to 4:00 p.m. We are located in Room 101, Sweetgrass Manor - St. Regis Village.  
**Telephone (613) 575-2600.**  
**Mailing address is:**  
P.O. Box 1634  
Cornwall, Ontario  
K6H 5R7

**Office Manager  
Fiscal Officer**


**Location:**  
Mohawk Construction Management Enterprise  
**Experience:**  
Office management and accounting.  
**Duties include:**  
General ledger, accounts payable, accounts receivable, inventory, payroll and job cost accounting. PC skills and knowledge of construction required.  
**Salary:**  
D.O.E./negotiable.  
Send resume to MCME, P.O. Box 478, Hogansburg, N.Y. 13655.

**G.S.T. Information Session to be  
Held in Kanatakon (St. Regis)  
April 28, 1992**

Community residents are invited to attend a special G.S.T. information session to be held at the Angus Mitchell Memorial Center on Tuesday, April 28, 1992 at 1:00 p.m.  
This session, which will be conducted by Revenue Canada, will give information on the application on the Goods and Service Tax to Indian people, governments and businesses.

There will also be an opportunity for residents to ask questions about G.S.T. The session will last about a half an hour.  
The Mohawk Council of Akwesasne will also hold its monthly General Meeting on Saturday, April 25, 1992 at the Kawehnoke Community Center on Cornwall Island. The meeting will begin at 9 a.m. The public is welcome to attend.

**Keep Smiling**



CANADIAN DENTAL ASSOCIATION

**NASHVILLE**

During Fan Fair Week  
(June 7 - 14) 8 days

Single: \$799  
Twin: \$619  
Triple: \$599  
Quad: \$575

Contact Dooley at 575-2100 or after 6 p.m. at 936-2596  
**PAYABLE IN CANADIAN FUNDS**

